



CSEE Poster Printing Guidelines

CSEE WILL NOT PRINT YOUR POSTER IF IT DOES NOT HAVE THE FOLLOWING:

- Correct page size: **(width 42") (height 36")**
- Correct title format (see CSEE poster template)
- Correct Logos (CSEE and DOE) not resized or altered in any way. **Sizes should be the same as the poster template (width 7.3") (height 2.04").**
- **No dark backgrounds** – Including, but not limited to, images, solid fill colors, gradients, etc. Light or washed out background images are fine.

POSTER PRINTING

CSEE has made arrangements with Creative Services Office (CSO) to take care of poster printing for all CSEE programs except BLUFF or BLUR.

Note: BLUFF and BLUR participants must print posters at the expense of the mentor's Division/Group.

Please send an email to posterprinting@lbl.gov no later than the Friday before the Poster Session including the following:

- CSEE Poster Due <Date> in subject line of email
- CSEE Program - BLIPS, CCI, IISME, STAR, SULI or VFP
- Cell phone number/number you can be reached if there are challenges with your poster
- PDF of your FINAL poster attached (**only one copy will be printed**)
- CSEE has provided Project ID numbers to cover the cost of the posters for you.

CSEE participants have the option of printing off site at a printer of their choice.

CSEE will reimburse up to \$120 for one poster printing once a receipt showing "Paid in full" has been submitted to CSEE. Any cost in excess of \$120 per poster printing is the sole responsibility of the CSEE participant.

Important additional notes:

- **Triple-check your poster before you email it to the printer.** Due to the high cost of printing and time constraints, there will be no reprints if you make a mistake.
- Only one copy of your poster will be printed.